

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2016-018 Issue Date: 01-27-16 Closing Date: 02-16-16

**Warehouse Technician  
YN Fire Management  
Department of Natural Resources  
Hourly Wage: \$10.34/Regular/Furlough**

Incumbent is responsible for receiving, storing, and maintaining a wide assortment of supplies, materials, and equipment. Gathers items for issue and shipment while maintaining a constant inventory of all items. Reviews orders and receipts to ensure accuracy and completeness. Arranges and stores items in consideration of quantity, size, shape, weight, type, and frequency issues. Assignments performed are data central warehouse or a field facility. Performs general maintenance on tools and equipment. Incumbent is subject to an adjusted work week and irregular work hours due to emergency situations. Is also required to work on weekends and holidays.

**Knowledge, Skills and Abilities:**

- Knowledge of warehouse operating policies, practices, and procedures.
- Knowledge of basic bookkeeping principles and practices.
- Knowledge of basic purchasing policies and procedures.
- Knowledge of inventory control practices and procedures.
- Knowledge of filing procedures and practices to manage a record keeping system.
- Knowledge of Yakama Nation road system and landmarks.
- Ability to work long hours under stress during fire emergencies.
- Ability to read maps.
- Ability to use a computer and basic computer software, preferably Word and Excel.
- Ability to apply general mathematics.
- Ability to understand and follow oral and written instructions.
- Ability to work independently and productively.
- Ability to assemble data and prepared reports accurately and in a timely manner.
- Ability to perform strenuous physical labor, i.e. lift 50 pounds repetitively during work day.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively on a two-way radio system.
- Ability to operate a forklift and use a hand truck.

**General Recruiting Indicators:**

- High school diploma or equivalent AND one year warehouse work related to experience involving inventory, stocking, receiving and delivering.

**Special Requirements:**

- Required to pass a pre-employment background check.
- Must possess a valid and clear WA state Driver License with ability to obtain a Tribal driving Permit.
- Must be able to drive a standard shift vehicle.
- Required to take and pass a light level physical fitness pack test.
- Enrolled Yakama Preference.

**Physical demands:** work involves sitting, standing, running, heavy lifting, pushing, pulling, and driving forklift or standard shift vehicle.

**Work Environment:** Work is performed primarily in a warehouse setting. During peak activity and fire emergencies, there is an increase in radio traffic, ringing phones, foot traffic, shipping, receiving, and multiple conversations, all contributing to high noise levels, anxiety, pressure, stress, and irregular breaks and mealtimes.

- Must be able to cope with meeting time frames and changing Priorities.
- Incumbent is required to work weekends and holidays during fire season.